

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration

National Institute of Standards and Technology

Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

NIST Weekly Calendars and Bulletins Online

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is

<http://ts.nist.gov/nvl/htdocs/calendars/calendars.html>

Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from

<http://www.adobe.com/Software/Acrobat>

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at

<http://www.boulder.nist.gov:1580/bulletin/>

MARCH 25 TO MARCH 29, 1996 MEETINGS AT NIST

3/25—MONDAY 10:30 a.m. POLYMERS DIVISION SEMINAR: Glass Transition in Polymer Melts: An Application of Mode-Coupling Theory, J. Baschnagel, Johannes Gutenberg Universitat, Mainz, Germany. Rm. A315, Polymer Bldg. (NIST contact: G. McKenna, 975-6752.)

3/26—TUESDAY 11:00 a.m. STATISTICAL ENGINEERING DIVISION SEMINAR: Testing Mathematical Software, J.E. Gentle, George Mason Univ. Rm B111, Technology Bldg. Nist Shuttle to pick up at NIST North at 10:30 a.m. (NIST contact: H.-K. Liu, 975-2718.)

3/27—WEDNESDAY 10:00 a.m. CERAMICS DIVISION SEMINAR: Surface Effects in Photorefractive Oxides, G. Fogarty, Ceramics Division, NIST, Gaithersburg, MD. Rm B307, Materials Bldg. (NIST contact: G. Fogarty, 975-5636.)

3/28—THURSDAY 10:30 a.m. POLYMERS DIVISION SEMINAR: The Glass Transition and Cooperativity, E. Donth, Fachberich Physik, Univeristat Halle, Halle/Saale, Germany. Rm B245, Polymer Bldg. (NIST contact: G. McKenna, 975-6752.)

3/28—THURSDAY 1:30 p.m. THERMOPHYSICS DIVISION SEMINAR: Classical and Quantum Dynamics in the Presence of Topological Disorder, L.A. Turski, Institute for Theoretical Physics, Polish Academy of Sciences, Warsaw, Poland. Rm B165, Physics Bldg. (NIST contact: R.D. Mountain, 975-2484.)

3/29—FRIDAY 11:00 a.m. BUILDING MATERIALS DIVISION SEMINAR: The Scanning Kelvin-Probe—A New In Situ Technique to Investigate the Stability of Metal/Polymer Interfaces, M. Stratmann, Univ. of Erlangen, Nurnberg, Germany. Rm. B221, Building Research Bldg. (NIST contact: T. Nguyen, 975-6718.)

NIST 95-96 Colloquium Series

THE SCIENCE OF NUTRITION AND THE METAPHYSICS OF FOOD

Paul Saltman

Professor of Biology, University of California (San Diego)

FRIDAY, March 29, 1996

10:30 a.m. - 11:30 a.m., Green Auditorium, Administration Building

There is a well-defined and documented science of nutrition. There is also a diverse and diffuse spectrum of metaphysical forces that shape our day to day consumption of food. These are a unique, personal function of theology, esthetics, culture, agriculture, economics, and politics. Ideally they together create a harmonious synergy. Understanding these influences may help us to define universal principles upon which public health nutritional policy might be grounded. Paul Saltman is an expert on the fundamentals of nutrition and a nationally recognized educator and communicator.



Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquia are videotaped and available in the Research Information Center.

MacUser Seminar

Tuesday, March 26, 1996

9:30 a.m. - 11:00 a.m., Lecture Room C, Administration Building

Kelly Marbury, NIST's Technical Representative at Apple, will provide an update on Apple.

Alan Bullock, from Kodak, will discuss Kodak's digital imaging solution for the Macintosh. Topics to be covered include the resolution differences effected by compression techniques, color characteristics of digital photography, and the tradeoff between 35mm photography, Kodak's PhotoCD, and direct digital photography.

For further information contact Dawn McBrien at 975-3391.

Optical Technology Division Seminar

IS QUANTUM MECHANICS USEFUL (FOR CRYPTOGRAPHY)?

Hoi-Kwong Lo

School of Natural Sciences, Institute for Advanced Study
Princeton, NJ

Tuesday, March 26, 1996, at 1:30 p.m.

Building 221, Room B165
(Physics Laboratory Conference Room)

Quantum cryptography defies eavesdropping because the uncertainty principle in quantum mechanics dictates that a measurement performed on an object generally leads to disturbance of its state. We discuss what quantum mechanics can and cannot do for cryptography.

Contact Person: Alan Migdall, 975-2331.

MEP Video Conference Series:

**BEST MANUFACTURING PRACTICES: ARE YOU BENCHMARKING
WITH THE BEST?**

Paul McCarthy, Jack Minnich, George Meyer, Rick Purcell, Ernie Renner, and
Brian Willoughby

March 27, 1996; 10:00 a.m. - 1:00 p.m.; Building. 301, Room C145

This video conference presentation is part of a series of MEP sponsored seminars, provided by the National Technological University (NTU), entitled "Modern Manufacturing: The National Videoconference Series for Successful Small Firms." This seminar provides information on how to access BMP's database of best manufacturing practices, such as how a survey is done, how the best manufacturing procedures are chosen, and what a satellite BMP center does. Manufacturers will learn how they can benefit from accessing the information on the BMP database.

**For information contact Wendy Kirby, Video Conference Series
Coordinator, 975-4674.**

Advance Notice

Computing and Applied Mathematics Laboratory Statistical Engineering
Division

Course Announcement

**STATISTICS FOR SCIENTISTS AND ENGINEERS: EXPLORATORY DATA
ANALYSIS**

James J. Filliben

This three-day course, the second in a unified program of short courses in applied statistics primarily for the NIST community, will be given Monday mornings, 9 a.m.-12 noon, April 1, April 8, and April 15, in Lecture Room E, Administration Building. It will consist of an elementary introduction to graphical methods for uncovering underlying structure in data, testing assumptions, and developing models.

For more information on this and later courses in this series, contact Mark Vangel at 975-3208, vangel@cam.nist.gov; Jim Filliben at 975-2855, filliben@cam.nist.gov; or see the event calendar under the Statistical Engineering Division home page at URL <http://www.cam.nist.gov/caml/sed/>. Registration is \$50 and a form DN-11 should be submitted to Pat O'Connor in the Training Office, Admin. A123, by COB March 26, 1996.

Advance Notice
Optical Technology Division Seminar

DYNAMIC INFRARED SCENE PROJECTION

Dr. Owen M. Williams, Defense Science and Technology Organisation
Salisbury, South Australia

Tuesday, April 2, 1996, 1:30 p.m. - 2:30 p.m.
Building 221, Room B165, (Physics Laboratory Conference Room)

The field of dynamic infrared scene projection (DIRSP) has been evolving rapidly over the past five years, driven largely by the need for real-time hardware-in-the-loop simulation of the new generation of imaging infrared missile seekers, and lately by the need for test and evaluation of second generation FLIR's. These applications lead to demanding specifications on infrared scene projector design. The diversity of technologies that has been investigated for fulfilling the DIRSP requirements will be discussed, together with the reasons underlying the emergence of the leading technologies. The design characteristics that underpin the successful achievement of dynamically projected infrared scenery at high levels of spatial and temporal fidelity will be identified, leading towards discussion of the needs for calibration and the future development of infrared projection standards.

Contact Person: Raju Datla, 975-2131.

MEETINGS ELSEWHERE

3/25—MONDAY 10:00 a.m. NAVAL RESEARCH LAB. NAVY CENTER FOR APPLIED RESEARCH IN ARTIFICIAL INTELLIGENCE (NCARAI) SEMINAR: Object Matching Using Deformable Templates, A. Jain, Dept. of Computer Science, Michigan State Univ., East Lansing, MI. NCARAI Conf. Rm., Bldg. 256, Bolling AFB, Washington, DC. (For further information call 202/404-7036.)

3/25—MONDAY 10:30 a.m. NAVAL RESEARCH LAB. (NRL) CONDENSED MATTER AND RADIATION SCIENCES SEMINAR: Melting Process of the Si(111) Surface and Giant Buckling in the Asymmetric Dimer Reconstruction of α -Sn(100), Z.-Y. Lu, SISSA-Int. School for Advanced Studies, Trieste, Italy. Conf. Rm. 127, Bldg. 65, NRL, Washington, DC. (For further information call J.Q. Broughton, 202/767-4069.)

3/25—MONDAY 11:00 a.m. CARNEGIE INSTITUTION OF WASHINGTON GEOPHYSICAL LAB. (GL) SEMINAR: Rheological Study of Olivines and Deep Earthquake Mechanisms, M. Chai, Univ. of Washington, Seattle, WA. Seminar Rm., Main Bldg., GL-DTM Grounds, Carnegie Institution of Washington, Washington, DC. (For further information call 202/686-2410.)

3/26—TUESDAY 11:00 a.m. UNIV. OF MARYLAND BIOCHEMISTRY SEMINAR: TBA, J. Pan, Dept. of Chemistry and Biochemistry, Univ. of Maryland. Rm. 1325, Chemistry Bldg., Univ. Of Maryland, College Park, MD.

3/26—TUESDAY 1:15 p.m. UNIV. OF MARYLAND STATISTICAL PHYSICS SEMINAR: Counting the Number of Periodic Orbits in Chaotic Systems H. Bai-lin, Institute for Theoretical Physics, SUNY, Stony Brook, NY. Rm. 1116, IPST Bldg., Univ. of Maryland, College Park, MD. (For further information call T.R. Kirkpatrick, 301/405-4801 or M.E. Fisher, 301/405-4820.)

3/26—TUESDAY 4:00 p.m. UNIV. OF MARYLAND ORGANIC SEMINAR: Transition Metal Enolate Complexes: Synthesis, Structure and Catalytic Applications, R. Kulawiec, Georgetown Univ., Washington, DC. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

3/27—WEDNESDAY 2:00 p.m. UNIV. OF MARYLAND INORGANIC SEMINAR: Exploratory Synthesis and Structure/Property Correlation Studies of Novel Mixed-Metal Sulfides and Selenides Compounds With Quasi-Low-Dimensional Structures, Y.-C. Hung, Univ. of Maryland. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

3/27—WEDNESDAY 4:00 p.m. JOHNS HOPKINS UNIV. MATERIALS SCIENCE AND ENGINEERING SEMINAR: High Resolution Residual Strain Profiles of Thin Films, J. Bilello, Univ. of Michigan, Ann Arbor, MI. Maryland Hall 110, The Johns Hopkins Univ., Baltimore, MD. (For further information call M. Weaver, 410/516-8145.)

3/27—WEDNESDAY 4:00 p.m. UNIV. OF MARYLAND CHEMICAL PHYSICS/PHYSICAL CHEMISTRY/LAMOSE SEMINAR: Hot Electron Femtochemistry Meets Nanotechnology: Dieting on M-1-M Sandwiches, a Low-Calorie Alternative to Lasers, J.W. Gadzuk, NIST, Gaithersburg, MD. Rm. 1116, IPST Bldg., Univ. of Maryland, College Park, MD. (For further information call H. Milchberg, 301/405-4816.)

3/27—WEDNESDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: The Reaction of Heteropolytungstates as Polydentate Ligands With Lanthanides and Actanides, K.-C. Kim, Dept. of Chemistry, GU. Reiss 262, GU, Washington, DC. (For further information call Prof. Pope, 202/687-6073.)

3/28—THURSDAY 4:00 p.m. CATHOLIC UNIV. OF AMERICA PHYSICS DEPT. COLLOQUIUM: Surface and Interface Stress Effects on the Structure and Properties of Materials, R.C. Cammarata, Dept. of Materials Science, Johns Hopkins Univ., Baltimore, MD. Rm. 106, Hannan Hall, The Catholic Univ. of America, Washington, DC. (For further information call R. Selinger, 202/319-6740.)

3/29—FRIDAY 10:30 a.m. NAVAL RESEARCH LAB. (NRL) CONDENSED MATTER AND RADIATION SCIENCES DIVISION SEMINAR: Electron-Phonon Coupling Strength in "Infinite Layer" (Ca,Sr)CuO₂ Using Linear Response Methods, S.Y. Savrasov, Max-Planck Institute, Stuttgart, Germany. Conf. Rm. 127, Bldg. 65, NRL, Washington, DC. (For further information call W.E. Pickett, 201/404-8631.)

3/29—FRIDAY 8:15 p.m. PHILOSOPHICAL SOCIETY OF WASHINGTON MEETING: Beginnings of Cellular Life: Metabolism Recapitulates Biogenesis, H. Morowitz, George Mason Univ., Fairfax, VA. Non-members welcome. (For further information call T. Lettieri, 301/975-3496.)

Advance Notice
National Council on Radiation Protection and Measurements - Annual
Meeting
April 3-4, 1996

Crystal Forum of the Crystal City Marriott
1999 Jefferson Davis Highway, Arlington, Virginia

Topic: IMPLICATIONS OF NEW DATA ON RADIATION CANCER RISK
Scientific Session - April 3; 8:30 A.M. to 5:00 P.M.
20th Lauriston S. Taylor Lecture - April 3; 5:00 P.M.

**70 YEARS OF RADIATION GENETICS: FRUIT FLIES, MICE AND
HUMANS**

Dr. Seymour Abrahamson

Reception immediately following the lecture, in honor of Dr. Abrahamson
Business Meeting and Scientific Session - April 4; 8:30 A.M. to 1:00 P.M.

For further information contact David Gilliam on 301/975-6206.

TALKS BY NIST PERSONNEL

BAUER, B.: "Compatibilizers Made From Block Copolymers That Have Strong Specific Interactions," American Chemical Society Meeting, New Orleans, LA, 3/26/96.

BENTZ, D.P.: "Multi-Scale Modelling of the Interfacial Transition Zone and Its Influence in Cement Composites," Queen's Univ., Belfast, Northern Ireland, 3/28/96.

BUR, A.J.: "Monitoring Polymer Injection Molding Using Optical and Fluorescence Measurements," Packard Electric Co., Warren, OH, 3/26 and "NDE Monitoring of Polymer Processing Using Optical Methods," Cleveland State Univ., OH, 3/27/96.

CHIANG, M.Y.: "An Intrinsic Fracture Criterion Based on Local Shear Strain for Highly Constrained Polymeric Interlayer," Dept. of Mechanical Engineering, Howard Univ., Washington, DC, 3/22/96.

CRESSWELL, M.W.: "Hybrid Optical-Electrical Overlay Test Structure," IEEE International Conf. on Microelectronic Test Structures," Istituto per la Ricerca Scientifica e Tecnologica, Povo, Trento, Italy, 3/26/96.

DAVIS, G.T. (Co Authors: M.A. Schen, F.I. Mopsik, W. Wu, W. Wallace, N. Beck Tan, and W. Guthrie): Advances in the Measurement of Polymer CTE: Atomic- to Micrometer-Scale Measurements," American Chemical Society Meeting, New Orleans, LA, 3/25/96.

GETTINGER, C.: "Micelles Formed by a Model Ionic Graft Copolymer," American Chemical Society Meeting, New Orleans, LA, 3/26/96.

GUTTMAN, C.M.: "The Relationship Between the Signals From Size Exclusion Chromatography and Time of Flight Mass Spectrometry to a Polymer Molecular Weight Distribution," American Chemical Society Meeting, New Orleans, LA, 3/26/96.

KARIM, A.: "Kinetics of Mixing at Polymer-Polymer Interfaces Through Intermolecular Complexation," American Chemical Society Meeting, New Orleans, LA, 3/27/96.

LINHOLM, L.W.: "Alignment—Overlay and Registration," IEEE International Conf. on Microelectronic Test Structures, Istituto per la Ricerca Scientifica e Tecnologica, Povo, Trento, Italy, 3/25/96.

LOCASCIO-BROWN, L.: "Measurement of Clinical Analytes Using Continuous Flow Immunoassays," Univ. of Maryland, Baltimore, MD, 3/29/96.

MAYO, S.: "Microelectronics Integrated Circuit Overlay Metrology," Sponsored by NIST Consortium/Semiconductor Electronics Division, Santa Clara, CA, 3/14/96.

MCKENNA, G.B.: "The Need for Efficient Experimental Methods to Obtain Nonlinear Material Parameters," Institute for Mechanics and Materials Think Tank, Univ. of Houston, TX , 3/25/96.

SCHEN, M.A.: "NIST's Activities in Packaging and Interconnection: Moisture in Microelectronics," SEMATECH/ITRI Meeting, Dallas, TX, 3/27/96.

STRANICK, S.: "An Atomic Scale View of Motions and Interactions on Surfaces," American Chemical Society Meeting, New Orleans, LA, 3/26/96.

VORBURGER, T.V. (Co-authors: R. Dixon, NIST and V.W. Tsai, Univ. of Maryland): "Calibration of Pitch and Height Artifacts With AFM," SPIE—Metrology, Inspection, and Process Control for Microlithography X, Santa Clara, CA, 3/11/96.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

March 25 - March 29, 1996

ADMINISTRATIVE ITEMS - New

Fire Evacuation Bell Testing

On Saturday, April 6, between 8:30 and 11:30 a.m. there will be a sitewide test conducted of the fire evacuation bells. If you believe there may be a problem of hearing the evacuation bells in your work area, please notify the Fire Department on extension 6190. No action by employees is required unless the bells continue to sound.

Sale of Excess Property

The Property Unit in conjunction with GSA will be holding a sealed bid sale on surplus property. This equipment is for sale for PERSONAL use to interested individuals (you may not purchase an item for which you determined the condition code upon submission of the NIST-6). Inspections will be by APPOINTMENT ONLY from March 25 through March 29. This sale contains computer equipment. Bidding opens on April 1. For appointments or questions call extension 3773 or 6370.

Inell Barlow is Retiring

Inell Barlow is retiring on March 29th. Inell works in the Building 101 Cafeteria. Please stop by and wish her well in her retirement.

Beauty Shop and Barber Shop News

Call extension 3312 to schedule an appointment and come in to welcome Darlene to the Beauty Shop. Perms will be \$10 OFF during the month of March.

Lenna is working full-time at the Barber Shop. Call extension 3311 to schedule an appointment.

ADMINISTRATIVE ITEMS - Continuing

Use of NIST Shuttles for Commuting Purposes

With the recent enactment of the National Technology Transfer and Advancement Act, authority has been given to NIST to allow its shuttle buses to be used for commuting between home and work. This authority extends only to commuting between the Gaithersburg campus and public transportation centers.

METRORAIL

Effective immediately, employees may use the NIST Metrorail Shuttle bus between NIST and the Shady Grove Metrorail station for commuting. This service will augment the existing services provided by the Montgomery County Ride-On Bus.

The NIST Metrorail Shuttle departs the Shady Grove Metrorail station from the West side every 30 minutes starting at 8:15 a.m. and continues operation throughout the day until the last departure from the front of the Administration Building at 5:30 p.m. The full metrorail shuttle bus schedule is as follows:

Departs the front of the NIST Administration Building on the hour and 30 minutes past the hour starting at 8:00 a.m. through 5:30 p.m.

Departs the West side of the Shady Grove Metrorail station at 15 and 45 minutes past the hour starting at 8:15 a.m. through 5:45 p.m.

MARC TRAIN

Because of the variety of MARC scheduled arrivals at the Metropolitan Grove Station and some uncertainty about the number of employees who would use the MARC service, a NIST shuttle to the Metropolitan Grove Station will not be established immediately. However, we request all of those who are **seriously** interested in using the MARC Train Service to attend a meeting on April 3, 1996, in Lecture Room B, at 9:00 a.m. The number of people attending this meeting will be taken as a strong indication of the level of interest by NIST staff in using the MARC Train Service and thus, NIST shuttle from the Metropolitan Grove Station to NIST and return.

If for some reason you are unable to attend the meeting but you are **seriously** interested in using the MARC Train Service, you may express that interest by calling the Facilities Services Division.

Change in Safety Glass Time

Effective March 27, 1996, the time for Safety Glasses will change to 9:00 to 11:00 a.m. on Wednesdays. Any questions, please call the Safety Office on extension 5818.

Elevator Upgrade in Bldg. 101

Building 101 will be undergoing an elevator upgrade on all four elevators. The work is scheduled to begin with elevator number four on 3-18-96. The repairs will take approximately six weeks per elevator car and about eight months in total. The additional time will be in some specialized repairs for car number two. If there are any questions in regard to the upgrade feel free to contact David Henry on extension 6905 or by E-Mail at david.henry@nist.gov.

Site Alarm Work

The Site Alarm work has progressed well with your cooperation. We will continue to be doing work in all the buildings on the site. We are currently in buildings 220, 222, and 225 with crews. As we leave the buildings there will be a switch over period from the old alarms and pull stations for the fire alarm to the new. We have been labeling the pull stations out of service. If there is an emergency in the building and you have pulled

a station and no alarm has sounded pull the other station. The confusion will be over soon as we get the buildings on line and entirely switched over to the new. This should happen in late summer. If there are any questions in regard to your building contact David Henry on extension 6905 or via E-Mail at david.henry@nist.gov.

LECO Visit

On Monday, April 8, LECO will be bringing a bus to NIST to allow the staff of NIST to view some of the equipment LECO offers in the metallographic area. The bus will be in front of Building 223 (Materials). For further information, please call Brian Lawn on extension 5775.

Forms Announcement

New Form NIST-1290 (1-96), Administration Awards Application, will be available from the Storeroom(s) and the MICF after March 22, 1996. Because it is necessary to test the effectiveness of this form, a limited supply will be available from the Storeroom(s). PLEASE LIMIT PURCHASE TO 10 COPIES PER VISIT TO STOREROOM(S) TO ALLOW EVERYONE USING FORM NIST-1290 TO PARTICIPATE IN THIS TEST. Once this test is completed on May 31, 1996, any necessary revisions will be made and revised stock will be available from the Storeroom(s) and electronically from the MICF. After test completion, only the revised version of Form NIST-1290 will be used; all existing stock of previous version of Form NIST-1290 are to be destroyed by recycling.

Retirement Reception for William P. Reed

William P. Reed of the Office of Measurement Services, will retire on March 1, 1996, after 32 years of government service. A reception in his honor will be held on Thursday, March 28, from 2:00 p.m. to 4:00 p.m. in the Employee's Lounge, Administration Building. To contribute towards a gift, please contact Dee Covey on ext. 2015, Bldg. 202, Room 112 or Verna Moore on ext. 3602, NIST North, Room 233.

Retirement Reception for Geri Miles

After 26 years of service at NBS/NIST, Geri Miles, the SEBA Store Manager, is retiring. A reception will be held in Geri's honor on Friday, March 29, 1996, from 2:00 to 4:00 p.m. in the Employee's Lounge, Administration Building. If you wish to contribute towards a gift, please contact the SEBA President, Dan Tucker, on extension 6950, or the Vice-President, Lani Glover, on extension 6852.

PCX No. 263 _____ March 18, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs.

Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

263.1 EUDORA AND WINDOWS 3.X RESOURCE UTILIZATION - Windows uses memory and system resources for each menu item in a program. Several items under user control within Eudora can have an effect on the amount of memory and system resources which are used. In particular, a large number of mailboxes or folders, or a large number of entries in the quick recipients list can adversely impact performance. Also, the In, Out, and Trash mailboxes are loaded to memory on startup so you should try to keep these relatively small in size.

263.2 A NOTE ON EUDORA ATTACHMENTS - If you receive an e-mail message in Eudora which has an attachment, and you then forward or redirect that message to someone else, the attachment is NOT automatically included with the message. You must explicitly reattach the attachment in order for it to be sent along with your forwarded or redirected note.

263.3 WINDOWS 95 AND THE DOS ? WILDCARD - The behavior of the ? wildcard character in a Win95 DOS box is inconsistent. Specifically, this wildcard character is treated differently by different DOS commands. Most notably, this difference can be seen in the way the DIR command treats the character when compared to how the character is treated by the DEL, XCOPY, or MOVE commands. In the DIR command the ? stands for exactly one character. In the other commands, this is generally true, however, when dealing with filenames with no extension the very last ? can stand for no character. Thus if you have two files XX and XXX, the command DIR XX? will show only one file, XXX. However, the command DEL XX? will delete both files, and the command MOVE XX? will move both files.

263.4 CORRECTING WIN95 START MENU PROBLEMS - If you are unable to drag an object to the Win95 Start button, you may have a damaged Start Menu folder. If the Start Menu folder is damaged or has been removed, you receive the following error message when you drag an object to the Start button on the taskbar: "Unable to create a shortcut here - Do you want the shortcut to be placed on the desktop?" If the Start Menu folder is missing, click the Start button and click Shut Down. Then click Restart The Computer. Windows 95 will create a new Start Menu folder and enable the Start menu. If shutting down and restarting your computer does not enable the Start menu, delete the Start Menu folder and then shut down and restart your computer again to re-create and enable the Start menu.

263.5 COMPUTER EXPO - On Wednesday, March 27, from 10:00 a.m. to 2:00 p.m. the I.T. Direct Computer Expo will be held at NIST. This event will feature more than 20 exhibitors displaying the latest in computer hardware and software, printers, and more. Stop by the Employee's Lounge across from the cafeteria in the Administration Building and take advantage of an excellent opportunity to see products on display and to ask questions about those items which might be of use in your office.

OFFICE OF INFORMATION SERVICES - News

Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd

Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **April 10, 1996**, at 10:30 a.m.

Gordon Research Conferences 1996 Schedules Available at Reference Desk

The program and application forms for the Gordon Research Conferences for summer 1996 are available at the Reference Desk. The conferences will be held in New Hampshire and Rhode Island. Since attendance is limited, it is recommended that applicants apply immediately. More detailed information about the conference will be accessible on the Internet. As up-to-date details about these Internet sites become available, they can be either faxed or emailed to NIST scientists upon request to reflib@nist.gov (x3055).

Attention Library Patrons

The Office of Information Services staff has just completed a thorough cleaning and straightening out of the Library. In the process we discovered food and drink trash, which is detrimental to the library collections. If you must bring food and drink into the Library, please dispose of cans, paper and other trash in the appropriate containers. Thank you.

Other Training Notices

For information on *Introduction to Information Resources on the Internet*, please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

NCW - NIST COMMITTEE FOR WOMEN

TAKE OUR DAUGHTERS TO WORK DAY -- APRIL 25, 1996, 9:00 a.m. to 3:30 p.m.
WE ARE ALMOST FULL!!! Only a couple of spaces left for this exciting event. If you haven't already pre-registered your daughter or sponsored a young woman age 9-17 for this event, please call Ruth Lenhart at extension 2378 with the following information: 1) Student name and age; 2) NIST sponsor name, mailstop, and phone; 3) If you are interested in ordering event T-shirts as gifts or a button for yourself. NCW provides event buttons for each student participant. T-shirts will be \$13.50, and buttons for sponsors will be \$1.25. Checks should be made out to NCW and sent to Ruth Lenhart, 220/A319. Please let Ruth know of any cancellations, so we may release spaces for other daughters!

Take Our Daughters to Work Day is a lively annual event, sponsored by the NIST Committee for Women, of hands-on Demonstrations and panel discussions about careers at NIST. Help show young women the expertise you contribute to NIST and how teamwork can build careers. NCW is excited about expanding this event to meet the growing demand for attendance we experienced last year, and we are thrilled with

the level of enthusiasm indicated by our current sign-up list of 98!

Questions? Call Dr. Kathy Butler, Program Chair at extension 6673.

NAAS - NIST ASSOCIATION FOR AFRICAN-AMERICAN STAFF

NAAS General Meeting

NAAS will hold a general meeting on Tuesday, March 26, at 12:00 noon. The meeting will be held in Lecture Room C, Administration Building. For further information, contact Charles Yancey on extension 6073 or Mary Chaney on extension 3027.

NIST STOREROOM - News

New Items

<u>STOCK #</u>	<u>DESCRIPTION</u>	<u>DATE AVAILABLE</u>
ELECTRONICS---- Patti Haegele x6355		
10066	3V Battery for Stock #24652 Electric Tape Measure	IMMEDIATELY
15124	UART I.C.: 40 Pin High Speed, 16 Bit, w/Fifo Buffer	3/18/96
TOOLS & HARDWARE---- Kevin Bettis x6361		
21598	35MM Color Film, 400 Speed	IMMEDIATELY
21616	35MM Color Slide Film, Medium Speed	IMMEDIATELY
21617	35MM Color Slide Film, 200 Speed	IMMEDIATELY
21618	35MM B&W Film, 400 Speed	IMMEDIATELY
21619	35MM B&W Film, Panchromatic	IMMEDIATELY
CHEMISTRY---- Patti Haegele x6355		
62300	Plastic Square Box w/Lid, 25/32" L x 25/32" W x 5/8"	IMMEDIATELY
63839	Pipette Tip: Finepoint, Std. 10uL, in Clean-Pak II Rack	IMMEDIATELY
OFFICE SUPPLIES---- Kevin Bettis x6361		
70506	Dayrunner Calendar Refills, Daily	IMMEDIATELY
70507	Dayrunner Calendar Refills, 2 PG Weekly	IMMEDIATELY
70681	Multi-Compartment Brief Bag	IMMEDIATELY
70696	4MM Data Cleaning Cartridge	IMMEDIATELY
70697	8MM Data Cleaning Cartridge	IMMEDIATELY
72580	8 1/2 X 11 Blue Copier Paper	IMMEDIATELY
75341	8MM Data Cartridge, 112M, 2.5 GB	IMMEDIATELY
75342	4MM Data Cartridge, 60M, 1.3 GB	IMMEDIATELY
75468	Recycled Toner Cartridge, For HP III SI & IV SI	IMMEDIATELY
76030	No Strip Transparency Film	03/26/96
76031	Top Strip Transparency Film	03/26/96
77012	Mouse Pads, Assorted Colors	IMMEDIATELY
BUILDING MATERIALS---- Kevin Bettis x6361		
80270	Clear Plastic Housing For Stock # 80260 & 80261	IMMEDIATELY
80271	1/2" Piggy Back Filter/Regulator w/ Gauge & Bracket	IMMEDIATELY

In a better effort to serve the NIST workforce, we have improved our toner cartridge recycling program. There are many advantages of recycling toner cartridges. The cost of recycled cartridges is substantially lower than new cartridges. The vendors selected to participate in this program are all local and have submitted samples of cartridges that have performed exceptionally well. NIST also receives credit for used toner cartridges from the vendors who provide us with recycled cartridges, this credit results in even lower prices for toner cartridges. 100% total satisfaction is guaranteed, if you are not satisfied the cartridge will be replaced the same day.

Please try the recycled toner cartridges, if you experience any problems please call Kevin Bettis on extension 6361 and the problem will be corrected. Also please return used toner cartridges to Kevin Bettis, Bldg 301/B149.

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
Sherried Beef/Rice	Chicken Cordon Bleu	Baked Fish	Turkey Divan	Baked Fish Creole
Peas & Mushrooms	Turnip Greens	Primavera	Rice	Cauliflower w/Hollandaise Sauce
Roll & Butter	Rosemary Potatoes	Zucchini & Green Beans	Limas & Mushrooms	Cajun Potatoes
Fresh Fruit	Roll & Butter	Glazed Rutabagas	Roll & Butter	Entrees/Vegs
Entrees/Vegs	Entrees/Vegs	Entrees/Vegs	Entrees/Vegs	Entrees/Vegs
Burrito	Burrito	Burrito	Taco Salad	Burrito
Eggplant	Macaroni, Beef & Tomatoes	Chicken Pot Pie	Burrito	Baked Fish Creole
Parmesan	ChickCordon Bleu	Baked Fish	Turkey Divan	Southwestern Beef & Peppers
Sherried Beef over Rice	Southern Style Turnip Greens	Primavera	Salisbury Steak w/MushSauce	Fried Whiting Fillet
Peas/Mushrooms	Sliced Carrots	Zucchini & Green Beans	Creamed Spinach	Cauliflower w/Hollandaise Sauce
California Vegetables	Rosemary Potatoes	Glazed Rutabagas	Limas w/Mushrooms	Oriental Vegetables
Mixed Squash	Rice	Baked Potato	Mashed Potatoes	Cajun Potatoes
Rice	Soup/Intern	Rice	Rice	Rice
Soup/Intern	Soup/Intern	Soup/Internat	Soup/Intern	Soup/Internat
Beef Noodle	Potato Leek	Old Fashioned	Minestrone	Chicken Rice
Pasta	Pasta	Bean Creole	Pasta	Pasta

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

Employee Craft Fair

There are still several tables available for the SEBA Spring Employee Craft Show which will be held on April 9 and 10, 1996. Tables cost \$15 and \$20 depending on the size. If you wish to participate or need more information, please call Connie Seymour on extension 2217.

SEBA Gift Shop

Kings Dominion Special Discount Tickets are available at the SEBA Gift Shop. The special ticket price is \$19.45 (down from \$28.95) for everyone 7 years old and up and will be valid from March 30 - May 19th.

The SEBA Gift Shop has available the 1996 Golf Instructor Book. This book contains over \$5000 in valuable coupons including up to 50% off on green fees, equipment, clothing, and much more. The geographical area for these coupons includes: Washington, D.C.; Maryland; Virginia; and lower Pennsylvania. The book retails for \$25 but with a SEBA membership it can be yours for \$22. Also, you can purchase Russell Stover candies, discount movie tickets, NIST T-shirts and other souvenirs. Entertainment discount books, Maryland note cards, baby gifts, quality wallets, fashion jewelry and watches, sundry items, cards at a 20% discount, postage stamps, and much more.

Membership Drive

There is an ongoing membership drive for both the annual SEBA membership and the Fitness Center membership. You may stop in the Gift Shop to pay either membership

or contact your SEBA Board of Trustees member. If you have an application for membership, you may mail that along with your check to the SEBA Gift Shop, Building 101, Room A46. There was an unfortunate typo on the application for the Fitness Center. The correct fee for a 6 month membership is \$60.

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

STUDENT EMPLOYMENT REGULATIONS (Note New Date)

Instructor: Sherman Hatchett, Office of Human Resources Management

Cost: NONE

Date: April 15, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

PERFORMANCE PROBLEMS

Instructor: Vickie Fox, Office of Human Resources Management

Cost: NONE

Date: April 1, 1996

Location: Lecture Room D, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

ADVANCED BRIEFING AND PRESENTATION SKILLS

Description: In this workshop participants will practice and refine the skills learned in the first course. They will review and practice principles of constructing and delivering successful presentations.

Course Objectives:

- o compose speeches for senior Departmental representatives;
- o increase credibility and authority through voice, word choice, and nonverbals;
- o hold interest in abstract content;
- o influence audience acceptance of the content;

Instructor: Donald Swenholt & Associates, Inc.

Cost: Approximately \$275 per participant

Dates: April 10, 11 & 12, 1996

Location: Lecture Room C, Administration Building

Times: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

EEO FUNDAMENTALS FOR SUPERVISORS AND MANAGERS

Description: This one day workshop is designed to provide supervisors and managers with a working knowledge of their responsibilities in support of the EEO Program. This course should be attended by all probationary supervisors.

Instructor: Alexander Consulting & Training, Inc.

Cost: Approximately \$200 per participant

Date: April 24, 1996

Location: Lecture Room D, Administration Building

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 5, 1996.

****GENERAL TRAINING****

CONFLICT RESOLUTION (SUPPORT STAFF) THIS CLASS HAS GREAT REVIEWS

Description: In this 1-day workshop you will learn how to keep your cool, stand your ground and reach a positive solution. You will also learn techniques proven to work in a variety of conflict situations.

Instructor: CareerTrack

Cost: Approximately \$150 per participant

Date: May 8, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 17.

TEAM BUILDING (Great Class!)

Description: Participants will learn that a team is more than just a group of people working together, a team is a dimension in which there is a common purpose, mutual trust and respect, and support for the advancement of the individual, the team and the company.

Instructor: R.C. Taylor and Associates, Inc.

Cost: Approximately \$150 per participant

Date: May 16, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 25.

MAKING MEETINGS WORK **(NOTE NEW DATE)**

Description: Ask professionals what interferes with their productivity. High on their list will be the time they spend in meetings. **MAKING MEETING WORK** is a 4 hour workshop designed to help planners and participants make meetings more productive and shorter!

Those completing **MAKING MEETINGS WORK** will be better able to: 1) Plan and stick to an agenda for a meeting; 2) Keep meetings on track when they begin to go astray; 3) Determine, record, and follow up on the outcome of meetings; and 4) Limit interruptions, intrusions, digressions, and the many timewasters of meetings.

Instructor: Donald Swenholt & Associates, Inc.

Cost: Approximately \$60, per participant

Date: April 2, 1996

Location: Lecture Room D, Administration

Time: 8:30 a.m. - 12:30 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP. **This is a great Class!**

PRE-RETIREMENT SEMINAR

Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of retiring in the next 5

years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin

Cost: Approximately \$100 per participant

Date: June 19, 1996

Location: Lecture Room D, Basement 101

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 5.

NOTE: Spouses are welcome!

EXPLORATORY DATA ANALYSIS

Description: Exploratory Data Analysis (EDA) is an approach/philosophy for data analysis which employs a variety of graphical techniques to 1) maximize insight into data set, 2) uncover underlying structure, 3) detect outliers/anomalies, 4) test underlying assumptions; and 5) develop parsimonious models. The EDA approach is contrasted with classical approach in both goal and methodology-this will be discussed in detail. EDA methods to be discussed include histograms, lag plots, probability plots, 4-plots, PPCC plots, box plots, block plots, GANOVA plots, Youden plots, interaction plots, residual plots, and general multiplots. All graphical methods are illustrated through extensive "real-life" data examples using the DATAPLOT graphics/statistics language.

Instructor: James J. Filliben, Statistical Engineering Division

Cost: \$50 per participant

Dates: April 1, 8, and 15, 1996

Location: Lecture Room E, Administration Building

Time: 9:00 a.m. - 12:00 noon

PLEASE NOTE: Request for Training Memo must be submitted by March 26. Please no phone in registrations! For technical questions please call Jim Filliben on x2855.

ESSENTIALS OF ENGLISH

Description: This 8 session program concentrates on the fundamentals of grammar and punctuation. It is an excellent refresher for all clerical employees who want to improve their writing/proofreading ability. Carol Solomon is an excellent instructor!

Instructor: Carol Solomon and Associates

Cost: Approximately \$200 per participant

Dates: May 6, 8, 10, 13, 15, 17, 20 and 22, 1996

Location: B111, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by April 12.

TECHNICAL WRITING WORKSHOP

Description: This workshop will help participants apply the basic standards of effective business writing to the special demands of technical material. The seminar enables authors to maximize the clarity and appeal of technical writing without sacrificing its content. In addition, the seminar will help technical writers write for nontechnical readers.

Instructor: Donald Swenholt & Associates, Inc.

Cost: Approximately \$275 per participant

Dates: May 21, 22 and 1/2 hour consultation on the 23, 1996

Location: Lecture Room E, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 30.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All

classes will be filled on a first-come-first-reserved basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!
All classes will be held in A41, Basement 101. All 1-Day Classes will be \$125. All 2-Day Classes will be \$225, unless otherwise stated.

EUDORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Information Systems Division

Date and Time: May 28, 1996, 1:00 p.m. - 3:30 p.m.

Cost: NONE

DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: In this 2-day workshop you will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates

Date: April 17 & 18, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 3.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: The Intermediate WordPerfect 6.1 workshop is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: April 10, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 27.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: This 2-day workshop Intermediate/Advanced WordPerfect 6.1 is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: April 4 & 5, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 21.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: April 12, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 29.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Lyndie Billey and Associates

Date: April 16, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 2.

DBASE V FOR WINDOWS MASTERING REPORTS

Description: This course will teach participants to master various types of reports using and how to implement your design in the dbase for Windows environment. Hands-on exercises include: creating and modifying tables; adding, deleting and displaying data; querying the database; and generating simple reports.

Instructor: Business Support Training, Inc.

Date: April 19, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 5.

POWERPOINT 4.0 FOR WINDOWS

Description: This course will teach you how to use PowerPoint version 4.0 to create well-designed visuals for presentation. Topics include: outlining ideas; creating, editing, and spell-checking slides; adding drawings; enhancing the presentation using templates and slide masters; creating graphics; adding notes and transitions; printing the presentations; and finally running a slide show.

Instructor: Business Support Training, Inc.

Date: April 1, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

POWERPOINT 4.0 FOR WINDOWS

Description: This class is designed for students who want to learn to open an existing presentation file and run a slide show; create a presentation using Pick a Look Wizard; manipulate text; and draw and format lines and graphic objects. In addition, students will learn to add clip art to a presentation; use Microsoft Graph; use the slide sorter view to work with slides; add transitions and automatic timing to a slide show; and print a presentation.

Instructor: Executrain

Date: April 15, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 1.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.

Date: May 17, 1996
Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by May 3.

WORDPERFECT 6.1 FOR WINDOWS INTRODUCTION

Description: This class is designed for students who want to learn to create, edit, open, and close a document; select, delete, copy, move, search for, and replace text; and use the Spell Checker, Thesaurus, and Grammatik. In addition, students will learn to format text, paragraphs, and page layout; use page numbers, headers, and footers; and print a document.

Instructor: Executrain

Date: April 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 16.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET

The Office of Information Services will present a seminar for beginners who want to access the files, databases, discussion groups, and other information on the Internet. Topics covered will include electronic mail, remote login (Telnet), file retrieval (File Transfer Protocol), and services such as Gopher and World Wide Web. The seminar will consist of a one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview Instructor: Marietta Nelson, Office of Information Services

Cost: NONE

Date: March 25, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 2:30 p.m.

Hands-on Instructor: Jeff Harrison, Office of Information Services

Cost: NONE

Date: March 26, 1996

Location: A41, Administration Building

Time: 9:00 a.m. - 12:00 noon

To register for this training, please call Jeff Harrison, x3054.

NIST VACANCIES-GAITHERSBURG, MD

March 22, 1996

Vacancy Announcements will not be available until the above date.

<u>Div.</u>	<u>Title</u>	<u>Series</u>	<u>Payband</u>	<u>Salary Range</u>	<u>Known Promotion Potential</u>	<u>Vacancy Number</u>	<u>Closing Date</u>
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ZT

OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

839	Physical Science Technician	1311	II	\$20,233-\$36,088	III	NIST/0348/CAH	04/05/96
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ZS

OPEN TO ALL NIST STATUS APPLICANTS & CTAP

831	Secretary (OA)	0318	II	\$18,229-\$27,297	III	NIST/0455/MC	03/29/96
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ZS**OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP**

353	Computer Assistant (Docutech)	0335	III	\$20,989-\$32,613	NONE	NIST/0090/BL	04/05/96
353	Computer Assistant (Ektajet)	0335	III	\$20,989-\$32,613	NONE	NIST/0379/BL	04/05/96
353	Printing Assistant (OA)	0351	III	\$20,989-\$27,297	NONE	NIST/0182/BL	04/05/96

NTIS VACANCIES-SPRINGFIELD, VA**OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP**

NTIS Program Analyst	0343	GS-7	\$25,061-\$32,582	GS-11	NTIS-115/JC	03/27/96
NTIS Accountant	0510	GS-7	\$26,786-\$33,878	GS-12	NTIS-098/JC	03/29/96
NTIS Library Technician (OA)	1411	GS-5/7	\$20,989-\$31,514	GS-7	NTIS-116/JC	03/29/96
NTIS Business & Industry Specialist	1101	GS-13	\$52,867-\$68,729	GS-14	NTIS-070/JC	03/29/96
NTIS Computer Assistant	0335	GS-6-8	\$22,554-\$36,088	GS-8	NTIS-432/JC	03/29/96
NTIS Computer Spec (Sys Prog)	0334	GS-13/14	\$52,867-\$81,217	GS-14	NTIS-398/JC	03/29/96
NTIS Computer Specialist (Sys Prog)	0334	GS-11/13	\$37,094-\$68,729	GS-13	NTIS-402/JC	03/29/96
NTIS Computer Specialist (Data Base Anal)	0334	GS-12	\$44,458-\$57,800	NONE	NTIS-416/JC	03/29/96
NTIS Computer Specialist (Systems Prog)	0334	GS-11/13	\$37,094-\$68,729	GS-13	NTIS-403/JC	04/05/96
NTIS Computer Specialist (Systems Prog)	0334	GS-9/12	\$30,658-\$57,800	GS-12	NTIS-419/JC	04/19/96
NTIS Computer Specialist (Data Base Anal)	0334	GS-11/13	\$37,094-\$48,222	GS-13	NTIS-417/JC	04/19/96

APPLICANT SUPPLY FILE INFORMATION

NIST maintains an Applicant Supply File for all our Critical Shortage Occupations. Both government and non-government applicants (including NIST and DOC employees) may submit a job application to be placed in the NIST Applicant Supply File at any time. Applicants eligible for CTAP and ICTAP will receive priority consideration for any vacancy. Applications will be retained in the NIST Applicant Supply File for 90 days and you will be considered for specific vacancies as they occur. A separate application is required for each occupation. If you wish to extend your period of consideration beyond 90 days, you must submit a new application package. Following is a list of the NIST Critical Shortage Occupations:

Paybands I thru V All Engineers, Computer Scientist, Metallurgist, and Mathematical Statistician positions. Paybands III thru V for Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. Paybands I & II for Accounting positions. Payband III for Nuclear Engineering Technician positions. Paybands I thru IV for Clerical Support(OA), Office Automation Assistant(OA) and Secretary(OA) positions. Paybands II-IV for Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: DIAL (301) 975-3007 8:30 a.m. - 5:00 p.m. or contact Maryland Relay Service at 1-800-735-2258.

NIST PERSONNEL INFORMATION HOTLINE: DIAL (301) 926-4851. This is an outside call.

Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.